



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

**VACANCY ANNOUNCEMENT:**

GA-06-MPP/ESEP-062

**OPENING DATE:**

10/02/2006

**CLOSING DATE:**

10/23/2006

**POSITION:**

Dental Hygienist

**LOCATION AND DUTY STATION:**

Dental Branch  
Gallup Indian Medical Center  
Gallup, New Mexico

**GRADE/SALARY:**

GS-682-08 - \$38,890 - \$50,556 PER ANNUM

**NUMBER OF VACANCIES:**

One (1): PCN: 206816

**APPOINTMENT**

Permanent

**WORK SCHEDULE**

Full Time

**AREA OF CONSIDERATION**

DHHS Wide

**PROMOTION POTENTIAL**

No known potential

**SUPERVISORY/MANAGERIAL**

No supervisory responsibility

**HOUSING**

None, private housing only

**TRAVEL/MOVING**

May be paid for eligible  
Employees

**DUTIES:** Under the general supervision of staff dentists, performs advanced prophylactic, dental hygiene treatment and preventive dental procedures in the treatment of patients with severe dental problems such as caries and periodontal disease and medically compromised patients, such as those with diabetes or cardiac complications. Administers local anesthesia under the direct supervision of a dentist. Performs additional procedures such as: records medical and dental histories, reviews patient's dietary habits, administers caries preventive agents, densitizes root surfaces, root planing, takes and pours impressions for study casts, removes sutures, and instructs patient in home care therapy and proper diet as it relates to oral health. Coordinates dental recall for high risk patients, and conducts and evaluates preventive oral health programs for various patient groups such as diabetic, cancer, psychiatric, geriatric, alcoholic, and physically handicapped patients. Develops and presents oral health lectures, demonstrations and visual displays to patient groups and clinic personnel also includes in-service training as needed to dental and non-dental personnel within the clinic and for other hospital clinics. Provides dental hygiene services in community based programs by developing procedural instructions to be used by dental hygienists, dental assistants, dietitians and nutritionists, and the nursing staff in the delivery of oral health care to patients throughout the hospital. Regularly attends clinic and dental staff meetings to make improvements in the oral hygiene program. Performs other related duties as assigned.

***"DESIGNATION OF CHILD CARE POSITION UNDER P.L. 101-630 AND P.L. 101-647."***

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**YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:**

**BASIC QUALIFICATIONS:** You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience within this field that is closely related.

**BASIC REQUIREMENTS:** Licensure Required: Yes

Positive Education Requirement: Yes

Licensure: Applicants must be currently licensed to practice as a dental hygienist in a State or territory of the United States or the District of Columbia.

Note: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meets these requirements:

1. Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedure to others.
2. Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

**IN ADDITION TO MEETING THE BASIC REQUIREMENTS:**

The following table shows the amounts of education and experience required to qualify for positions covered by the standard:

GRADE	EDUCATION	OR	EXPERIENCE
GS-8 Clinical Dental Hygienists	None		1 year of experience equivalent to at least GS-7 level

**SPECIALIZED EXPERIENCE:** Experience in performing oral prophylactic care and in providing oral health educational services to patients. Additionally, experience includes advanced oral prophylactic, therapeutic, and preventive procedures in cases of periodontal diseases or inflammation or on patients with other medial or dental problems, placing temporary fillings, and finishing amalgam restorations. Examples of the type of experience which will be credited are shown under "DUTIES".

**EVALUATION OF EDUCATION:** The academic curriculum in dental hygiene must have been accredited by the Commission on Dental Accreditation, American Dental Association.

**Selective Placement Factor:** None.

**Time-In-Grade Requirements:** Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-7 level to qualify for the GS-8 grade level. A candidate may be advanced to a position in grade GS-8: (1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or (2) He/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or (3) He/she previously held a position to be filled, at any time under any type of appointment.

**Legal and Regulatory Requirements:** Candidates must meet time-after competitive appointment time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**Conditions of Employment:** Immunization Requirement. All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

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**NOTE:** Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-682 for complete information.

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**WHO MAY APPLY:**

**MERIT PROMOTION PLAN(MPP) CANDIDATES:** Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

**EXCEPTED SERVICE EXAMINING PLAN(ESEP) CANDIDATES:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates **MUST** indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no timelimits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)

6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area, **OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337 (h) or 8456 or Title 5 United States Code.
2. By applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selected factors, qualify ranking factors, physical requirements with reasonable accommodations and is able to satisfactory perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, and Letters of commendations, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA'S) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of prevention, diagnosis and treatment of disease and deformities of the teeth, jaws and organs of the mouth as it relates to the practice of dental hygiene.
2. Ability to work independently.
3. Knowledge of public Health Promotion/Disease Prevention concepts and practices and evaluation methods.
4. Ability to manage a complex IHS Dental Prevention Program.

(See attached Supplemental Questionnaire for definitions)

**HOW AND WHERE TO APPLY:** All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Human Resources Office, 217 Marguerite Street, P.O. Box 1337, Gallup, NM 87305, by 4:30 p.m. on the closing date: **10/23/2006**. For information regarding this Vacancy Announcement, contact Kathy Hatfield at (505) 722-1412. **Electronic or telefaxed Resumes or applications will not be accepted.**

1. **OF-612, Optional Application for Federal Employment; or**  
SF-171, Application for Federal Employment; **or**  
Resume; or any other written application format\*\*. See **INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS** outlined below.
2. **OF-306, Declaration for Federal Employment** with original signature to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding yes to any of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed;
3. **IHS Child Care Addendum**, this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal employment.
4. **BIA form 4432**, Bureau of Indian Affairs Preference Certificate or Certificate of Indian Blood, if claiming Indian Preference.
5. **DD-214**, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;
6. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee.
7. Latest Performance Appraisal; if a current Federal employee.
8. Official college transcript, to show proof of undergraduate or graduate education.
9. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

**\*INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) would be used to evaluate your qualifications for this position. **Failure to include any of the information listed below may result in loss of consideration for the position.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with Zip Code) day and evening phone numbers (with Area Code);
3. Social Security Numbers;
4. Country of Citizenship;
5. Highest Federal civilian grades held (give series and dates held);

6. **High School:** Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities:** Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show Total Semester or quarter-hours earned). Official Transcript must be attached in order for credit to be given;
8. **Work Experience** (paid and non-paid) – Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and year), hours work per week; and salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

**Reasonable Accommodation:** This agency provides accommodation to applicant with disabilities. If you need a reasonable accommodation for any part of the applications and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans:** Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

**NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.** Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

**Additional Selections:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

**Commissioned Officers:** Commissioned Officer applicants claiming the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists will evaluate Indian Preference. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, applicants must submit specific information related to any knowledge, skills and abilities which are being, used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

**Indian Preference:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

**Selective Service Certification:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions), be registered with the Selective Service System.

**Equal Employment Opportunity** Selection for positions will be based solely on Merit with no discrimination for non-merit reasons, such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or membership or non-membership in an employee organization. Promotions or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

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/S/ Kathy Hatfield  
PERSONNEL CLEARANCE

\_\_\_\_\_  
09/29/2006  
DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **GA-06-MPP/ESEP-062**. ALL ORIGINAL DOCUMENTS AND COMPLETED

APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE  
DENTAL HYGIENIST, GS-682-08**

1. **KNOWLEDGE OF PREVENTION, DIAGNOSIS, AND TREATMENT OF DISEASES AND DEFORMITIES OF THE TEETH, JAWS AND ORGANS OF THE MOUTH AS IT RELATES TO THE PRACTICE OF DENTAL HYGIENE.** This is knowledge to perform a full range of professional dental hygiene duties to diagnosis and administer treatment for dental hygiene diseases and problems and to deal with dental hygiene cases presenting patient-behavior and communication problems. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

2. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to plan, organize, and prioritize work under pressures, with little or no supervision and the ability to function effectively and maintain control and composure under stressful working conditions. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

3. **KNOWLEDGE OF PUBLIC HEALTH PROMOTION/DISEASE PREVENTION CONCEPTS AND PRACTICES AND EVALUATION METHODS.** The person in this position should have the knowledge to provide day-to-day oversight of community based prevention activities and evaluate progress in reaching prevention goals. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).



4. **ABILITY TO MANAGE A COMPLEX IHS DENTAL PREVENTION PROGRAM.** The person in this position should have the ability to plan, direct and organize the work of a complex dental prevention program. They should be able to analyze, develop and clearly express issues, finding and recommendations for such a program in both written and oral form. They should possess working knowledge of appropriate fiscal management systems, clinical data systems and relevant safety and regulatory issues/guidelines for a complex program. They should be able to collect and analyze relevant clinical and fiscal data to generate reports and formulate policy decisions that will guide a complex dental prevention program. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

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**CERTIFICATION**

**I CERTIFY** that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

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Date